

(Rev. 01-31-2003)

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FEDERAL BUREAU OF INVESTIGATION

**Precedence:** PRIORITY

**Date:** 09/15/2003

**To:** Records Management

**Attn:** Acting AD Robert J. Garrity  
Records Policy & Adm Section  
Debra O'Clair

Information Resources  
Counterterrorism

**Attn:** ITOS I - SC Art Cummings  
ITOS II - SC Chris Briese  
TFOS - SC Dennis Lormel  
CAS - SC Don Van Dyne  
TRRS - SC Helen Shimek  
CT Operational Response

Section - SC Frank Battle

National Threat Center -

UC [REDACTED]

Executive Staff -

UC [REDACTED]

Inspection  
All Field Offices  
Counterterrorism SSAs

**Attn:** AD Steven McCraw  
**Attn:** All ADIC, SAC, ASAC, and

FBIHQ, Manuals Desk

All Legats

**From:** Counterterrorism

**Contact:** SC Michael Fedarcy, (202) 324-3844

**Approved By:** Mefford Larry A  
Pistole John  
Harrington T J

**Drafted By:**

[REDACTED]  
[REDACTED]

**Case ID #:** (U) 66F-HQ-A1413614-D (Pending)

(U) 66F-HQ-C1384970

(U) ~~(S)~~ 315-00 (Pending)

(U) **Title:** ~~(S)~~ IMPLEMENTATION OF NEW 315 CLASSIFICATION

**Synopsis:** (U) Creation of the 315 classification - International Terrorism. This communication advises that the 199, 256A, 262, and 265 classifications are being reclassified or consolidated into the 315 classification. This reclassification will take effect at the beginning of Fiscal Year 2004. The reclassification is an integral

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To: Finance From: Counterterrorism  
Re: (U) 66F-HQ-A1413614-D, 09/15/2003

part of the Model Counterterrorism Investigative Strategy (MCIS) for international terrorism investigations.

~~(U)~~ ~~(S)~~

~~Derived From : G-3~~  
~~Declassify On: X1~~

**Reference:** (U) 66F-HQ-A1413614-D Serial 16

**Details:** (U) Referenced communication, 66F-HQ-A1413614-D serial 16 set forth the CTD Model Counterterrorism Investigative Strategy (MCIS) and announced new investigative classifications which reinforce the principle that international terrorism investigations are intelligence-based.

(U) The MCIS recognizes a shift in how the FBI conducts International Terrorism investigations by bringing to bear a broad arsenal of criminal and intelligence investigative techniques into a single investigation.

(U) Both the MCIS and new 315 classification are consistent with the new Attorney General's Guidelines for FBI National Security Investigations and Foreign Intelligence Collection (also known as the "National Security Guidelines"). The FBI will conduct International Terrorism investigations -- Threat Assessments, Preliminary Investigations, and Full Investigations -- in full compliance with the National Security Guidelines, which have recently been rewritten and are awaiting approval.

(U) Section 19 of the National Foreign Intelligence Program Manual is currently being revised and will be immediately disseminated when approved. All personnel involved in International Terrorism related investigations should review Section 19 of the NFIPM.

**RECLASSIFICATION of 199, 256A, 262, and 265 to 315**

~~(U)~~ ~~(S)~~ As noted the 199, 256A, 262, and 265 (all alpha designators) classifications should be reclassified or consolidated into the new 315 classification.

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Re: (U) 66F-HQ-A1413614-D, 09/15/2003

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(U) ~~SECRET~~ Recipients are reminded this reclassification  
pertains only to pending International Terrorism investigations.  
The table below sets forth the changes concerning the  
reclassification of the alpha designators from the 199, 256A, 262,  
and 265 (all alpha designators) pending cases to the new 315  
classification:

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(U) IRD advises CTD that it will reclassify all pending 199 cases as 315s on 1 October 2003. While the 315 classification will be available to assign to new cases starting the morning of 1 October, the actual process of reclassifying pending 199 cases as 315 cases will not occur until the evening of 1 October due to previously scheduled ACS maintenance. The reclassification process is scheduled to begin at 8:00 pm eastern time, [REDACTED]

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[REDACTED] The 315 case files will use the same 199 case number.

~~(U)~~ ~~(S)~~ The exception to this action will be [REDACTED]

(U) IRD will not take action on the 256A, 262 or 265 classifications. Subsequent to IRD's reclassification of 199 cases into the 315 classification, field divisions will then expeditiously close and consolidate pending 256A, 262 and 265 cases into the parallel 315 case numbers.

#### 315 Classification Folders/Sub-Files

(U) When the Virtual Case File (VCF) is implemented in December 2003, the sub-files will become folders and all documents will be serialized into the main case file. When folders are created the documents that are placed within them will be considered views and not separate serials. Additionally, CTD has been advised that it may be a time intensive and complex process in converting pending case sub files to folders. Therefore, FBIHQ suggests that sub-files not be opened until the VCF is on line. Any questions regarding this matter should be referred to Field Office personnel who have received VCF training.

~~(U)~~ ~~(S)~~ It is requested that when VCF is on-line the following **Folders and accompanying codes**, are created when a 315 investigation is initiated:

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(U) The MAOP, 2-5.1 also provides a list of standard sub-files which must be used for an investigative case. Set forth below are the sub-files/folders(as listed in the MAOP) as well as the standard code assigned for each sub file/folder that must be opened, when VCF is on-line, when a full investigation in the 315 classification is initiated:

1A Section Exhibits	- 1A
FD-192s (evidentiary bulkys)	- 1B
FD-192s (non-evidence bulkys)	- 1C
Background Information	- BC
Case Expenditures	- CE
ELSUR Administrative (Criminal & FCI)	- ELA
ELSUR Original Logs (Criminal & FCI)	- EL1
ELSUR copies & Logs (Criminal & FCI)	- EL1A
ELSUR Transcripts (Criminal & FCI)	- EL1B
Grand Jury material	- GJ
Physical Surveillance Logs	- FISUR
Forfeiture matters	- FF
Laboratory Reports	- LAB
Mail Covers Materials	- MC
Newspaper Clippings	- NC
Subpoenas	- SBP
Telephone Subscriber & Telephone Toll information	- TEL

(U) Following the initiation of VCF, the above listed folders must be opened [REDACTED]

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[REDACTED] The opening of any additional folders (example: Liaison, SOG matters) is left to the discretion of the Field Offices.

**Additional instructions regarding Standard and Optional Folders will be provided when VCF is on-line.**

#### ADMIN/CONTROL FILES

(U) The 315 zero (315-0) file should be utilized for material that does not require investigation, such as complaints that have been addressed, and deemed not-credible. Investigative leads cannot be set out of the 315 zero file.

(U) Effective the beginning of Fiscal Year 2004 (October 1, 2003) 62F and 66F **Control/ADMIN** files formerly used for matters directly related to International Terrorism **investigations/operations** will no longer be utilized. 62F and 66F

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(U) Due to the single 315 classification for International  
Terrorism investigations, it will be important when a case is  
initiated that [REDACTED]

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administrative files should only be used for strictly **administrative** (personnel matters, goals and objectives, inspection) related information. The 62F and 66F control files, **containing investigative information**, that are currently in a pending status will need to be sorted by each office and the mail transferred into the appropriate 315 file.

(U) If mail is currently filed in both the case file and the 62F or 66F files, there is no need for action. However, if investigative mail is only filed in the 62F and 66F files, the mail will need to be transferred to the **315-0 or appropriate 315 case file and designator**. Moreover, policy information related to international terrorism matters should be placed in the 315-00 file. In summary, investigative/operational communications should not be placed in ADMIN files.

MISCELLANEOUS

(U) As noted earlier, [REDACTED]

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[REDACTED] This work will be performed by IRD on 1 October 2003. Leads do not have to be covered to facilitate this reclassification.

(U) Subsequent to IRD's reclassification of 199 cases into 315 cases, field divisions will close and consolidate pending 256A, 262, and 265 cases into the parallel 315 cases. This work should be performed by the field division's respective IMAs. All leads will need to be covered prior to field divisions consolidating these classifications.

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**LEAD(s):**

**Set Lead 1: (Action)**

ALL RECEIVING OFFICES

(U) Review all pending 256A, 262, and 265 (all alpha designators) and consolidate accordingly to the appropriate 315 case file.

**Set Lead 2: (Info)**

RECORDS MANAGEMENT

AT WASHINGTON, DC

(U) For information.

**Set Lead 3: (Action)**

INFORMATION RESOURCES

AT WASHINGTON, DC

(U) Reclassify all pending 199 cases as 315s.

**Set Lead 4: (Info)**

COUNTERTERRORISM

AT WASHINGTON, DC

(U) For information.

**Set Lead 5: (Info)**

INSPECTION

AT WASHINGTON, DC

(U) For information

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